



THE CITY OF DOTHAN
EMPLOYEE JOB PERFORMANCE EVALUATION FORM

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PERIOD COVERED

NAME		DUE IN PERSONNEL	TYPE	STATUS CODE
«CCi_AIN	LAVEHA S	Q6-01-2Q04	G	CA
SOCIAL SECURITY NUMBER	DEPARTMENT		EVALUATOR(S)	
102562	.JUDICIAL DEPARTMENT			
JOB TITLE	HIRE DATE	STATUS DATE	ANN DATE	
OO010 MAGISTRATE	OS-OS- 1988	G5-O4&-2001 €	T	06./-25

INSTRUCTIONS: EVALUATING SUPERVISOR COMPLETES SECTION I BY RATING EMPLOYEE (1-3) ON JOB PERFORMANCE ACCORDING TO THE BASIC TASK LIST RATING GUIDE FOR THE EMPLOYEE'S POSITION. COMMENTS MUST ACCOMPANY EACH RATING.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

SECTION I

BASIC TASK FOR POSITION AS DETAILED ON RATING GUIDE		CHECK APPROPRIATE RATING			
TASK 1: COMMENTS	Accounts for receipts + money received for tgtxeq. costs well. Forgets sometimes to turn in money.		<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3
TASK 2: COMMENTS	Occasionally does warrants at windows. Does q FTA, FTP + FTC warrants. Needs to pay closer attention to detail on these + be sure to close all orders.		<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3
TASK 3: COMMENTS	N/A		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
TASK 4: COMMENTS	Does not process C.R.O. evaluations in timely manner, but does assist public agencies, & most other employees winfo about court. Answers phone.		<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3
TASK 5: COMMENTS	Sometimes approves appearance bonds. Schedules court dates for C.R.O. defendants.		<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3
TASK 6: COMMENTS	N/A		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
TASK 7: COMMENTS	Only when working in fines room or Judge asks for her assistance.		<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3
TASK 8: COMMENTS	N/A		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
TASK 9: COMMENTS	Doesn't always process in timely manner.		<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3
TASK 10: COMMENTS	Follows most office procedures.		<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3
NUMBER OF TASKS RATED ON:	7		14 TOTAL RATING SECTION I		

TASK RATING OF UNSATISFACTORY OR EXCEPTIONAL IN THE SPACE PROVIDED.

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RATING OF UNSATISFACTORY OR EXCEPTIONAL

<u>1. QUALITY OF WORK</u> COMMENTS: Numerous A/W's sent to PD without being signed. Many mistakes on A/W's.	1 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
<u>2. INITIATIVE</u> COMMENTS: Enters events in computer w/out having paperwork	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
<u>3. COOPERATION</u> COMMENTS: Cooperates with me & some of the other magistrates & Clerk, but not all. Would like to see more cooperation with everyone.	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
<u>4. SAFETY CONSCIOUSNESS</u> COMMENTS: Att.	1 <input type="checkbox"/>	2 2 <input type="checkbox"/>	3 3 <input checked="" type="checkbox"/>
<u>5. QUANTITY OF WORK</u> COMMENTS: Works slowly & holds paperwork in her office much too long. Needs to process paperwork quicker.	1 1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
<u>6. JOB KNOWLEDGE</u> COMMENTS: Has knowledge of job duties, but is not properly trained on computer program.	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
<u>7. DEPENDABILITY</u> COMMENTS: Punctual & usually takes little time off unless necessary.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
<u>8. DEALING WITH THE PUBLIC</u> COMMENTS: Has made improvement. Needs to continue making	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
RECORD THE NUMBER OF TASKS RATED ON IN SECTION II HERE P: 8	RECORD TOTAL RA^WG FOR SECTION II HERE P: 17		

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

SECTION III - OVERALL RATING TO BE COMPLETED BY EVALUATING SUPERVISOR

TO DETERMINE EMPLOYEE'S OVERALL PERFORMANCE RATING, DIVIDE THE SUM OF THE RATINGS FOR SECTION I AND SECTION II BY THE TOTAL COUNT OF TASKS ON WHICH THE EMPLOYEE WAS RATED.

RATING	TASKS	HAS EMPLOYEE BEEN PROMOTED, DEMOTED, TRANSFERRED OR HAD A SIMILAR CHANGE IN POSITION OR SUPERVISION DURING THIS RATING PERIOD? IF YES, EACH SUPERVISOR COMPLETES A PERFORMANCE EVALUATION FORM FOR EACH SUCH OCCURRENCE AND THE CURRENT SUPERVISOR AVERAGES THE SCORES TO DETERMINE THE EMPLOYEE'S TOTAL SCORE FOR THE RATING PERIOD.
SECTION I		
SECTION II +	i	
TOTAL	15	
	TOTAL SCORE	

1.00 - 1.99 UNSATISFACTORY 2.00 - 2.99 SATISFACTORY 3.00 EXCEPTIONAL

JSE THIS SPACE TO CONTINUE COMMENTS FOR ITEMS IN SECTION I OR SECTION II OR TO DOCUMENT SEPARATE RATINGS.

1. (cont'd) hand. Doesn't close all orders issuing A/Ws. Needs to pay more

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attention

Laura's evaluation was very hard to prepare because she is a great person & is very knowledgeable; however, her work pace, attention to detail, ability to get along with all staff, ability to get along with public, bondsmen, etc., is lacking. I would like for Laura to put forth more effort to resolve these matters as well as help me. *can all work together*

Nancy C. Martin

DATE	5/28/04
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REVIEWER'S COMMENTS:

We value Laura's ethic and hard work on the

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EVALUATING SUPERVISOR

SECTION IV - REVIEWING DIVISION HfcAD OR NEXT HIGHER REVIEWING SUPERVISORY LEVEL.

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REVIEWER'S SIGNATURE

Yordon

DATE

7/8/04

SECTION V - APPROVING AUTHORITY COMPLETES THIS SECTION BEFORE THE EVALUATING SUPERVISOR ^ CONDUCTS THE PERFORMANCE INTERVIEW SESSION WITH THE EMPLOYEE.

ADDITIONAL PERSONNEL ACTIONS (STATUS CHANGE) REQUESTED BY APPROVING AUTHORITY.

IS THIS EMPLOYEE BEING RECOMMENDED FOR CONTINUED EMPLOYMENT? YES *L4 NO D
 IF NO, EXPLAIN FULLY BY ATTACHING ADDITIONAL SUPPORTING DOCUMENTATION. IF YES, AND THIS IS A TYPE C OR TYPE F PROBATIONARY EVALUATION, COMPLETE A STATUS CHANGE FORM (PF#101) AND SUBMIT WITH THIS FORM.

APPROVING AUTHORITY (DEPARTMENT HEAD) COMMENTS:

APPROVING AUTHORITY SIGNATURE

DATE

SECTION VI - EMPLOYEE PERFORMANCE REVIEW AND INTERVIEW SESSION

EMPLOYEE COMMENTS ON JOB PERFORMANCE EVALUATION AND INTERVIEW SESSION:

DATE OF PERFORMANCE INTERVIEW SESSION

EMPLOYEE'S SIGNATURE	<i>16/04</i> <i>Laure MCClass</i>	DATE	<i>7-6-04</i>
EVALUATING SUPERVISOR SIGNATURE	<i>Nancy C. Martin</i>	DATE	<i>7/6/04</i>

SECTION VII - TO BE COMPLETED BY PERSONNE

3ATE / TYPE OF NEXT EVALUATION:

DATE

TYPE:

SCORE

AVERAG
E

STATUS CODE

REGULAR STATUS EFFECTIVE
DATE

AS400

102 REV. 1-99 (8th edition)

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